

THIS IS A RE-SOLICITATION. APPLICATIONS SUBMITTED FOR THE INITIAL SOLICITATION WILL BE REVIEWED ALONG WITH THOSE RECEIVED FROM THIS SECOND SOLICITATION. THEREFORE, PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY.

SOLICITATION NUMBER: 612-S-00-07-00022-00

1. **ISSUANCE DATE:** January 23, 2007
2. **CLOSING DATE/TIME:** March 02, 2007 at 12:00 noon Lilongwe, Malawi Time
3. **POSITION TITLE:** Senior Malaria Advisor (SMA)
4. **MARKET VALUE:** Ranging from \$65,832.00 to \$85,578.00 per annum (GS-13 equivalent). Final compensation will be based on individual's salary and work history, experience and educational background.
5. **PERIOD OF PERFORMANCE:** Two years, beginning o/a April/May 2007
6. **PLACE OF PERFORMANCE:** USAID/Malawi, Lilongwe, Malawi
7. **SECURITY ACCESS:** Employment Authorization
8. **AREA OF CONSIDERATION:** U.S/T.C.N Personal Services Contractors
9. **POSITION DESCRIPTION:**

A. COUNTRY BACKGROUND

Although malaria continues to be a major killer of children under five in Malawi, much progress has been made to scale-up use of insecticide treated nets (ITNs), intermittent prevention treatment (IPT) with SP for pregnant women, and proper case management. USAID specifically has been a crucial partner in these efforts by supporting the distribution of over 1.3 million ITNS in FY05; by training providers in proper malaria case management; by supporting IPT in several districts; and by providing technical assistance to the National Malaria Control Program (NMCP). In FY07, Malawi will become a President's Malaria Initiative (PMI) focus country and USAID/Malawi will have significantly more resources to scale-up key malaria prevention and control interventions. It is recommended that in FY 06, USAID/Malawi should support activities that increase Malawi's absorptive capacity and prepares for this increased funding.

B. POSITION DESCRIPTION – OVERVIEW

Based in USAID/Malawi, the Senior Malaria Advisor shall provide leadership, guidance and overall direction on the development and execution of the PMI in collaboration with the PMI CDC Technical Advisor. The Contractor shall liaise with backstops for the PMI in USAID Washington,

counterparts in CDC/Atlanta, and USAID personnel working within and overseeing the Mission's activities related to malaria control. These responsibilities include regular contact and collaboration with the counterparts in NMCP and other government ministries and agencies, as well as in a wide range of civil society and private organizations, other donor and international organizations, and other United States Government (USG) entities working in malaria prevention and control. The Senior Malaria Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the USG in critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The Senior Malaria Advisor will also perform inherently governmental functions such as officially representing USAID at functions; approving policy documents; managing contracts and grants; budgeting; and developing and preparing planning documents and work plans.

The incumbent must possess public health program management (including budgets and monitoring and evaluation) plus technical expertise in the area of malaria treatment, prevention and control. The incumbent must also possess an understanding of the social, economic and cultural determinants and implications of the epidemic in Africa and the region surrounding and including Malawi, as well as have the experience and skills required to help formulate the USG position on malaria and make important policy decisions as a key representative of USAID/Malawi.

C. RELATIONSHIPS

The Senior Malaria Advisor (SMA) will serve as the lead for malaria within USAID/Malawi's health team. The two other main areas in the health office are in support of the President's Emergency Program for AIDS Relief (PEPFAR) and Maternal, Child and Reproductive Health (MCH/RH). The SMA, in collaboration with the PMI CDC Technical Advisor, shall oversee the planning, implementing, and monitoring of the PMI Initiative. S/he shall work with the PMI CDC Technical Advisor as a team in liaising with backstops for the USG PMI counterparts; USAID personnel working within and overseeing the Mission's activities related to malaria control and providing managerial and technical support to the National Malaria Control Program (NMCP) Director and the staff and helping to build capacity within the NMCP. In addition, the SMA shall represent USAID and the USG on various national and international technical and policy forums.

D. COMPLEXITY

The work involves many different, complex, and interrelated processes. The political environment requires high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to prevent and treat malaria. The Incumbent will require a depth of expertise that will allow her/him to provide leadership in malaria related issues and programs to management, Malawian staff, partners, counterparts and customers. The position requires managing for results within USAID, in collaboration with the Ministry of Health, PVOs, NGOs, and multi-national organizations. Decisions on management depend on a capability to identify and systematize otherwise diffuse issues and elements, including an understanding and assessment of complex economic, educational, cultural, and political constraints.

The work requires the continuing application of innovative and original thinking to the solution of a problem that resists resolution. To be effective, the incumbent must keep abreast of state-of-the-

art developments in malaria and assess the applicability of new theories and techniques to current problems. New information, new criteria, and new methods are developed by the incumbent as a result of his/her efforts to reduce the intensity of Malawi's malaria problem.

E. SCOPE & EFFECT OF POSITION

Purpose and Impact

The Senior Malaria Advisor provides professional leadership in malaria that is vital to the achievement of USAID/Malawi's goals of improving health status. This involves the design, management and evaluation of PMI interventions that are critical elements in the overall development plans and of crucial importance to Malawi's political and public health leaders.

The Advisor's leadership role and standing as a health professional in the region, as well as with program staff, are critical to the successful achievement of USG-funded health programs. The Advisor's role in devising appropriate and workable ways to meet the host country's unique needs and requirements affects the success of efforts to reduce malaria in Malawi.

The Advisor is responsible for conceptualizing country program Health SO activities and developing appropriate results expected, milestones and action plans to effectively implement those activities related to malaria. The impact of this work will be to contribute changes in behavior and reform of the health sector to better meet the needs of the people in Malawi.

F. OVERALL DUTIES AND RESPONSIBILITIES

The principal task of the Senior Malaria Advisor is to provide overall management, technical guidance and leadership to the team of implementing partners who are carrying out PMI related activities with funding under the Health SO. The incumbent will also coordinate with and provide technical assistance to the MOH.

1. Collaborate with senior staff of the NMCP and other partners, such as the Global Fund (GF), WHO, UNICEF, World Bank (WB) and NGOs and Faith-Based Organizations (FBOs) to design, plan and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI.
2. Ensure that all activities are consistent with internationally accepted best practices and relevant to the specific malaria epidemiology of Malawi. Works with all SO team members to ensure that implementing partners and GOM partners receive needed information on USAID regulations and policies, and are able to comprehend and comply with these regulations
3. Coordinate with other partners and support efforts to address malaria control delivery gaps and help build technical and managerial capacity within the NMCP at the national, district and lower levels.
4. Provide programmatic direction and technical support as needed during the designing and implementation phases of the project to ensure the quality of interventions supported and that programmatic targets are met.

5. Work with procurement systems to ensure that programmatic commodities are purchased in a timely and cost effective manner. Also, ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively. Prepares Modified Acquisition and Assistance Request Documents (MAARD) including statements of work and budgets and Implementation Letters (IL) to earmark funds for PMI activities being implemented by GOM and cooperating agencies, including NGOs, PVOs, and contractors.
6. Ensure that PMI activities are integrated into overall USAID-supported health activities and to coordinate these activities with the NMCP and MOH to avoid duplication of effort and programming gaps.
7. Assist the USAID Health team and USAID/Malawi's Office of Financial Management to ensure full accountability and value for money of funds provided by the President's Initiative on Malaria.
8. Assist the NMCP and Ministry of Health in ensuring effective communication and coordination between Roll Back Malaria and Global Fund partners, including donor agencies and other stakeholders working on malaria control in Malawi.
9. Ensure effective coordination between MOH departments related to malaria prevention and control in Malawi. These departments include MOH Senior Management, NMCP, Child Health, Integrated Management of Childhood Illness (IMCI), Reproductive Health, Nutrition, School Health, Health Education and Promotion, Planning, and others as appropriate.
10. Work with the NMCP and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing MOH systems and existing USG supported mechanisms. Carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained.

11. MAJOR DUTIES AND RESPONSIBILITIES:

The day-to-day management of the PMI activities is the responsibility of the Senior Malaria Advisor working with the CDC Malaria Technical Advisor, the Project Management Specialist and the development partners responsible for implementing the PMI portfolio.

In particular the incumbent will be responsible for the following development activities:

a). Achieving (Implementation) 60%

Specific activities:

1. Leads the PMI activities: organizes regular meetings with implementing agencies, reviews progress reports and assessments, makes field visits to activity sites to document progress,

identifies issues and problems, and facilitates problem solutions by identifying and securing technical assistance and other resources as appropriate.

2. Works with all of USAID's implementing partners, to identify appropriate NGOs to develop and carry out malaria prevention activities. Participates in the review and approval of technically sound proposals submitted by the NGOs. Provides technical guidance to USAID's partners to develop the malaria sections of their annual work plan, including identifying in-country participant training activities. Provides these partners and their clients guidance on malaria research results and lessons learned from interventions in Malawi and other countries and their implications for design and evaluation of PMI activities in Malawi. Makes recommendations for study tours and other information sharing activities both in and outside of Malawi.
3. Develops scopes of work and coordinates visits for short-term advisors coming into Malawi, secures GOM and USG clearances for these visits, and ensures that results are consistent with MOH and Health Office and SOAG activities and requirements.
4. Participates in regular meetings of the USAID SO Team and other malaria related meetings as appropriate. Provides updates on GOM, implementing partners' activities and activities of other organizations providing services related to malaria prevention, detection and treatment.
5. Participates in monthly meetings of the Malaria Technical Working Group (TWG), which includes representatives from the GOM, donor agencies, UNAIDS and parastatal entities and major implementing partners, to keep all informed of progress and issues related to USAID-funded PMI activities. Reports to the Health SO Team on progress and issues related to the TWG.
6. Provides guidance to the SO Teams of Sustainable Economic Growth, Basic Education and MCC to ensure that viable malaria activities are incorporated within these Strategic Objectives. In this capacity the incumbent serves on the Expanded SO Teams and will contribute to program design, implementation, monitoring and evaluation of malaria activities.
7. Participates in Southern African regional meetings and activities related to USAID-financed regional malaria interventions.
8. Recommends and identifies funding for research activities, mentors Malawian project managers and researchers to develop their skills and carry out research studies and present and publish findings. Participates in and makes presentations at professional meetings related to malaria.
9. Drafts sections of the semi-annual SO Performance Implementation Report (SOPIR) related to malaria activities describing progress, identifying implementation issues, technical problems and administrative bottlenecks that could impede results achievement and outlining technical assistance and activities planned for the following period.

10. Coordinates PMI activities of all the USG implementing agencies working in Malawi. Organizes semi- or annual meetings to coordinate all USG inputs.

11. Works closely with the Financial Analyst assigned to the Health SO team to review and analyze the financial status of each malaria activity.

b) Planning

20%

As appropriate teaming with the U.S. agencies including CDC, the Embassy, DOL, Department of Defense and the Peace Corps, USAID-funded grantees, international organizations and appropriate GOM officials, the Senior Malaria Advisor will provide substantive technical and programmatic leadership in malaria analysis and planning. This includes: identifying achievable development results in collaboration with customers; establishing dialogue with and obtaining and maintaining support from in-country partners, customers and stakeholders; and identifying and obtaining GOM and Mission approvals for new opportunities to provide targeted support for activities related to malaria to be funded under the USAID/Malawi Health SO Results Framework and the President's Malaria Initiative.

Specific activities:

1. Reviews and modifies the Health SO Results Framework with particular focus on malaria results, fully developing new and on-going activities, including technical, policy, social soundness, gender and budgetary analyses.

2. Prepares the Mission's annual work plans and other required documentation and reporting of malaria required by USAID/Washington given Malawi's status as a Presidential Malaria Initiative country.

3. Drafts the Health SO sections of the Congressional Budget Justification materials for new USAID-financed results and activities related to malaria, and makes recommendations for the annual Health SO resource requests.

4. Prepares sections of the Health Strategic Objective Agreement related to PMI activities and budgets.

C). Assessing and Learning (Monitoring & Evaluation)

20%

S/he will provide leadership for assessing PMI activities by ensuring that PMI performance monitoring systems are in place and that periodic, reliable measures and indicators of impact and performance are established and tracked.

Specific activities:

1. Provides technical guidance to GOM and cooperating agency implementing partners to develop adequate monitoring and evaluation (M&E) plans for USAID-funded PMI activities, and assists

them in establishing monitoring systems that will provide regular measurements of outputs and results.

2. Provides leadership in establishing performance monitoring systems for the PMI-related activities under the Health SO Results Framework and the PMI.
3. Responsible for ensuring that the M&E plan meets the requirements outlined by USAID/Washington for adequately tracking PMI activities.
4. Collects performance data from all partners implementing USAID-financed activities, as well as from GOM and donor agencies, and drafts the PMI portion of the HPN SO sections of the Annual Report. Assures accuracy and reliability of data by performing annual data quality assessments.
5. Provides leadership for coordinating the analysis of the malaria data from the Malawi Demographic and Health Surveys in collaboration with the National Statistics Office, the MOH and Macro International (the DHS contractor) including development of plans for analysis and dissemination of results.

12. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA:

a) EDUCATION EXPERIENCE (10)

- Masters in Public Health, Public Administration, Social Science or closely related field is required.

b) WORK EXPERIENCE (25)

- At least ten (10) or more years experience designing, implementing and managing health services programs preferably in malaria.
- Relevance of prior experience to that stated in the Statement of Work

(c) KNOWLEDGE (25)

- Sound knowledge of the main technical and substantive issues related to malaria programs in Malawi and in the region.
- Understanding of Malawian social, cultural and political characteristics is desirable
- A high degree of judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.
- Experience in operating effectively in cross-cultural environment and working within interagency setting. Strong conceptual, analytical, and reasoning skills.
- Familiarity with details of the President's Malaria Initiative and other SG supported Health programs.
- Clear and in-depth understanding of the health sector in Malawi (both public and private) is critical upon entry into the position. In-depth knowledge of the malaria epidemic and program responses by countries in Africa will be essential skills.

(d) ABILITIES and SKILLS (40)

- Management skills to develop, implement and oversee PMI programs, including internal financial and administrative management and management of partners.
- Demonstrated ability to develop and maintain a good mix of contacts at government, district and community level
- Excellent communication skills in English, written/verbal and diplomacy. Level IV (fluent) English is required.
- Excellent leadership, management, coordination, interpersonal and teamwork skills.
- Demonstrated ability to communicate and collaborate effectively with multiple partners.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Must have the ability to obtain, analyze, organize and interpret data and present findings in both oral and written form.
- Presentation skills and diplomacy are critical. Must be able to prepare precise and accurate reports and to develop and present briefings.
- Good computer skills are required to manage activity goals and achievements, both program and financial.
- Analytical ability to interpret public policies and assist in the development of revised policies as required to improve the policy environment related to malaria in Malawi. Capacity to conceptualize programs and policies and develop strategies for the implementation is needed. Applicant must be able to integrate short and long-range objectives of the Health Team with the cultural/organizational needs of the government, frequently influencing government priorities and direction, as well as ensuring that the Health portfolio reflects the priority development needs of Malawi.
- Management skills required to strategize, develop and implement effective malaria program activities including financial management. Administrative and leadership skills are required to oversee the performance of cooperating agency technical advisors and institutional contractors.
- Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Verbal communication skills are also needed to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills in English are required to prepare regular and ad hoc reports, activity documentation and briefing papers.
- Ability to work effectively in a team environment is necessary to proactively work to achieve consensus on policy, project and administrative matters.

13. POSITION ELEMENTS

a. Supervision received: Directly supervised by the Health Office team leader, who provides instructions on an as-needed basis and review work for conformance to policy and procedures. The Health Office team collaborates on the performance evaluation based primarily on

accomplishments and compliance with policies and procedures. Work is reviewed by the Health Office Team Leader for adequacy, accuracy and compliance with instructions.

b. Available guidelines: The ADS and USAID handbooks (where ADS guidance is not yet available), USAID Mission Orders, administrative procedures and regulations.

c. Post –entry training: USAID accounting and financial management course or equivalent are recommended. Certification as Cognizant Technical Officer will be required. On –the-job training on financial management and procurement procedures is desirable. In house training in Excel, Word and PowerPoint software applications, as needed.

d. Exercise of judgment: Considerable judgment is required in planning and evaluating the relevance and reliability of information; and in organizing and presenting data during the preparation of documents. Must use sound judgment in recommending terms of reference for new and continuing activities for funding; selection and training of USAID staff; reporting to the Ambassador and the Mission Director on critical events in the malaria sector.

e. Authority to make commitments:

The Senior Malaria Advisor is authorized to make final program activity decisions with counterparts and government officials. Final funding commitments for USAID-funded activities will require the co-signature of the Health Team Leader.

f. Nature; levels and purpose of contacts: The incumbent will be expected to accompany the Team Leader or Mission Director on occasion to visit GOM officials of the highest levels in government, private sector, and the NGO sectors. The incumbent will be expected to dialogue with a wide variety of persons including the Secretary of Health, the heads of Departments within the Ministry of Health and the Ministry of Education, district officials and high level visitors from the US and other parts of the world.

g. Supervision exercised: Provides leadership and specific supervision to selected technical advisors within the SO8 team as deemed appropriate and advantageous to the program. Directly supervises the Malaria Project Management Specialist.

h. Time required to perform full range of duties: 12 months

14. LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can be found at

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

* Standardized Regulations (Government Civilians Foreign Areas).

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

15. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBS apply to this contract.

16. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

BENEFITS:

Employee's FICA Contribution

Contribution toward Health & Life Insurance

Pay Comparability Adjustment

Eligibility for Worker's Compensation

Annual & Sick Leave

Access to Embassy medical facilities, commissary and pouch mail service

ALLOWANCES (If Applicable):

(1) Temporary Lodging Allowance (Section 120)

(2) Living Quarters Allowance (Section 130)

(3) Post Allowance (Section 220)

(4) Supplemental Post Allowance (Section 230)

(5) Post Differential (Chapter 500)

(6) Payments during Evacuation/Authorized Departure (Section 600) and

(7) Danger Pay (Section 650)

(8) Educational Allowance (Section 270)

(9) Separate Maintenance Allowance (Section 260)

(10) Educational Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

As of October 2006 USAID/Malawi benefits include 20% post differential and 15% COLA.

17. INSTRUCTIONS TO APPLICANTS:

- a) Interested individuals are requested to submit U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);
- b) Applicants are required to provide three references with complete contact information and a current resume or Curriculum Vitae (CV) as an attachment.
- c) All applications should be submitted to Mrs. Pauline Rashid on e-mail: lilongwehr@usaid.gov or the following addresses:
- | | | |
|--------------------------------|-----------------------------------|---------------------------|
| If sent by international mail: | If sent via courier to: | If sent from the U.S.: |
| USAID/Malawi | USAID/Malawi | USAID/Lilongwe |
| P.O. Box 30455 | 1 st Floor, NICO House | Department of State |
| Lilongwe 3, Malawi | City Center | 2280 Lilongwe Place |
| | Lilongwe 3, Malawi | Washington, D.C. |
| | | 20521-2280 |
| Attention: Pauline Rashid | Attention: Pauline Rashid | Attention: Pauline Rashid |
| Human Resources Assistant | Human Resources Assistant | Human Resources Assistant |
- d) Please reference the solicitation number on your application and as the subject line in the cover letter.
- e) Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at: http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc
- f) Applicants should retain copies of all documentation which accompanies their applications for their records.